

**DEPARTMENT OF INSURANCE**

ADMINISTRATION &amp; LICENSING SERVICES BUREAU

300 CAPITOL MALL, SUITE 1400

SACRAMENTO, CA 95814

(916) 492-3412

(916) 322-1941 (FAX)

www.insurance.ca.gov

**SECURITIES TRANSACTION REQUEST (A-174)**  
**INSTRUCTIONS**

Any Company requesting to deposit, withdraw or exchange securities in book entry or physical form with the State Treasurer's Office must do so by completing the Securities Transaction Request form A-174. The A-174 will be reviewed by the California Department of Insurance before forwarding to the State Treasurer's Office for processing. Upon receipt of the authorization from the Department of Insurance, the State Treasurer's Office will make arrangements with the delivery agent/company's contact person for a settlement date for all deposits, withdrawals or exchanges (release of security once deposit has been confirmed). It is anticipated that the processing time for completing book entry security transactions will be 3-5 days. Additional time will be needed to process transactions involving physical securities.

The Department of Insurance will charge \$101.00 for initial security deposit transactions and \$52.00 for each subsequent transaction (additional deposit, withdrawal or exchange).

The following information is required by the California Department of Insurance for processing both book entry and physical form security transactions:

**CALIFORNIA INSURANCE CODE SECTION**

Specify which Insurance Code Section that the deposits are being made for.

1. General Deposit (Code Section 940/955)
2. Workers Compensation (1 1690/11719)
3. Other (Please specify the Code Section in the space provided)

**No security may be applied to more than one section of the code.**

**TYPE OF TRANSACTION**

New Company applying for admission (no transaction fee charged)

1. Initial Deposit
2. Additional Deposit
3. Withdrawal
4. Exchange of Securities

## **TYPE OF SECURITY**

1. Federal Book Entry
2. Depository Trust Company (DTC)
3. Physical Security

## **COMPANY INFORMATION**

1. Company Name, formerly known name(s)
2. Company Address
3. Contact Name
4. Contact Telephone Number and Fax Number
5. Company Federal Tax I.D. Number
6. NAIC/California Department of Insurance Number

For Federal Book Entry and DTC deposits, monthly statements of account activity and account balance information will be mailed to this address by Citibank.

## **BANK INFORMATION**

1. Bank Name
2. American Banking Association (ABA) Number (if book entry)
3. Account Number (if book entry)
4. Bank Mailing Address
5. Bank Contact
6. Contact Telephone Number and Fax Number

Interest payments on securities placed on deposit using book entry will be posted to the account specified in the Bank Information. If your Banking Information has changed, please check the box provided. If you have not received an interest payment, please contact the State Treasurer's Office at (916) 653-4084.

For physical securities, the Bank must have a Sacramento Branch for delivery and releases. PHYSICAL SECURITIES ARE NOT TO BE DELIVERED TO THE DEPARTMENT OF INSURANCE OR THE STATE TREASURER'S OFFICE. THE COMPANY WILL HAVE TO PAY ALL DELIVERY CHARGES IF MISDIRECTED. THIS DEPARTMENT WILL NOT BE RESPONSIBLE FOR ANY LOSS IN THIS CONNECTION.

## **AGENT INFORMATION**

If you are using an Agent please provide the following information:

1. Agent Name
2. Agent Mailing Address
3. Agent Contact

### **AGENT INFORMATION (cont.)**

4. Contact Telephone Number and Fax Number
5. Agent ABA Number (if book entry)
6. Account Number (if book entry)

### **SECURITIES TO BE DEPOSITED**

1. Name of issue. All physical securities must be registered to the insurance company as well as the Insurance Commissioner of the State of California. If more than one piece, list how many. List securities by group under each California Insurance Code.
2. Cusip Number
3. Serial/Certificate Number (if needed)
4. Rate
5. Issue Date
6. Maturity Date
7. Par Value
8. Market Value. Must be within 30 days of transaction.
9. Investment Rating. Include Source. Securities must be rated A or above for physical deposits. Book entry deposits should be AAA rated. If available, attach a copy of source printout (e.g. Bloomberg).

If company is converting physical securities to book entry, one transaction form will be used for the withdrawal and a separate form for the deposit. The Deposit Transaction will have to be in place before any physical securities will be released from the State Treasurer's vault. The California Department of Insurance will treat this as an exchange instead of two separate transactions (one fee).

Deposits of Preferred Stock are acceptable only under California Insurance Code Section 11690/11719 (Workers Compensation). When determining the adequacy of securities to be deposited, the Deposit Value is established on each item as follows: BONDS - Lower of Par or Market (LPM); PREFERRED STOCK - Market Value; BANK CERTIFICATES - Face Value. Book entry securities must meet the requirements established in California Government Code Section 16430.

### **SECURITIES TO BE WITHDRAWN**

1. Name of Issue. If more than one piece, list how many.
2. Rate
3. Serial/Certificate Number (if needed)
4. Maturity Date
5. Par Value
6. Market Value. Must be within 30 days of transaction.

**Withdrawal of securities without replacement must have prior Department of Insurance approval.**

## **AUTHORIZATION**

On the back page of the security transaction form is the space provided to be signed by the company's authorized officer and the Deputy Insurance Commissioner of the Department of Insurance. Make sure that the Department of Insurance has your authorized company officer's name and signature on file in order to avoid any delays in processing the transaction. The Department of Insurance will accept no more than four authorized company officers per company.

Submit two original signed copies of the transaction request to the California Department of Insurance, Securities Deposit Unit, 300 Capitol Mall, 13th Floor, Sacramento, California, 95814.

If you have any questions, please call the Securities Deposit Unit at (916) 492-3412 or e-mail at [securities@insurance.ca.gov](mailto:securities@insurance.ca.gov).